

STANDARD OPERATING PROCEDURES FOR THE ACCOMMODATION BUILDING

Derwenthaugh Regional Boat Station

Reviewed 05/01/2025 changes in red

Pre arrival information

- **72 hours before arrival** a complete list of staff and cadets must be forwarded to the administrator with the following information. Numbers of staff and cadets. Dietary requirements, medical history, gender (we must be warned of any transgender so relevant accommodation can be catered for). Qualifications of any afloat Instructors. (If we have the Westminster rights then we will extract this information).
- **The user is responsible to provide their own Instructors for the activities. If Boat Station staff are required, then adequate notice must be given. However, as we have a small team, we cannot always guarantee availability.**
- The caterer must send their Food Hygiene Certificate **Level 2 minimum prior** to joining.

Parking and access

- Sensible parking is required. Please do not park in front of any access or anywhere that prevents cars from access/egress.

Timings and Administration

- No Cadets will be allowed into the building unless they have supervision.
- Weekend Arrivals. Normal arrival times are 2000 on a Friday night or 0830 on a Saturday morning, as indicated on Westminster.
- Normal weekends end at 1600 on the Sunday.
- Weeklong courses will join at 2000 on a Sunday night and finish 1500 on the Friday.
- Units wishing to deviate from these timings must inform the principal to see if alternative arrangement can be made.
- T1 Med must be handed in at the earliest convenience to the duty first aider.
- If any Cadet has a special need or dietary requirements the Boat Station staff must be notified when the booking is put in place so that they can be sure that these needs can be met. However, Derwenthaugh Training Centre cannot guarantee that food prepared or purchased on the premises is free from allergens.
- Notification must also be given to the Boat Station Team when booking is put in place of any Cadets that have behaviour disorders.

Briefing

- A safety briefing is to be given to everyone as soon as possible. This will normally be given by a member of the Boat Station Staff. If this is not convenient then the briefing document will be given to the person in charge, who must then make sure it is given as soon as possible.
- **As soon as possible after arrival the course director must inform the attending staff of any dietary, medical, behaviour concerns.**

Galley

- The galley is to be operated by a competent person.
- The caterer must hold an in-date Food Hygiene Certificate – **minimum Level 2.**
- The daily record sheet is to be completed by the cook.

- The oven and fryer are isolated and must be turned off when not in use.
- The dishwasher is to be isolated from the switch immediately above the appliance at a high level. To drain the machine, you must first remove the tubular plug. To drain the machine, you press the on- off button.
- Ensure the fly killer is switched on.
- The deep fat fryer is to be used for chips only. The fryer should not be left unattended.
- The extraction fan has a speed dial to control the air flow.
- **The galley lights must be turned on for the fan to work.**
- The fridge and freezer doors must be closed after use. Freezer temperature -20 degrees and fridge 4 degrees. If there is a larger difference, then please inform the principal.
- The water temperature is very hot so please be careful when placing hands under a running tap.
- The first aid kit is above the cabinet near the microwave oven.
- Oven mitts are supplied for protection.
- No cadets are to be in the galley unless supervised by a competent adult.
- At the end of the day checks must be made to ensure everything that is not in use is turned off.
- Keep hatchways clear. In the event of the fire alarm being activated the roller shutters will come down.
- **Clean down. At the end of the course the galley must be completely cleaned down. Pans, trays etc to be put through the dishwasher to remove the grease. All tops to be left clean and grease free. Any food left that is perishable is to be removed from the fridge and either frozen or disposed of.**
- **Any food put into the freezer must be labelled and dated.**

Office

- Only those authorised can use the computer in the office.

Connectivity

- There is Wi-Fi available. There are also connection ports in the Meldrum Suite as well as the downstairs corridor. This will be restricted to adults only. The WIFI code is available from Centre staff. It must not be shared with cadets as it renders the system inoperable.

Meldrum Suite

- No one is to climb down from the balcony. Access is via the patio doors.
- The television is operated by a remote control. Connectivity via the HDMI ports in the trunking allow the use of tablets and laptops etc. There are also USB ports in the trunking linked to the TV. Care should be taken to ensure young children are protected by correct censorship.
- The Nutty Bar is to be operated by adults only and must be secured after use.
- The hot water boiler is there for making hot drinks.
- There are bins with segregation for recyclable waste. Please ensure the right waste is in the right bin.

Lift

- The lift is there for those with mobility issues and to transport heavy or large objects between floors.

Plant Room

- Only staff are to have access. The heating and hot water isolators are in this room.

Electrical Cupboard

- The main fuse board with trips are in this area. Inside the fuse board door is a list of which fuses operate which electrical source.

Staff accommodation

- Shutters should be opened on arrival and closed prior to departure.
- Mattress covers (if fitted) should not be slept on directly for hygiene reasons.
- The en-suite is clean and must be left clean
- The room should be left as found with bins emptied and floor vacuumed.

Accommodation

- Shutters should be opened on arrival and closed prior to departure.
- Mattress covers (if fitted) should not be slept on directly for hygiene reasons.
- Shoes should be removed prior to climbing onto bed.
- Beds should not be used for horseplay.
- Spray deodorants, hairspray, or spray perfume should not be applied in cabins.
- Prior to departure, cleaning instructions as on back of doors should be followed.
- The accommodation has a maximum of 28 persons on the ground floor.
- Gender segregation must be adhered to.
- Adequate adult supervision is to be in place during the night.
- For safeguarding reasons no single cadet should be accommodated alone.

Accommodation overflow

- If the numbers attending exceed the beds in the accommodation area the training building can be used using camp beds. However: it is emphasised that this can only be done if adequate adult supervision is in place. The adults must sleep in separate areas using the staff changing rooms.
- The windows in the classroom doors must be covered to allow privacy.

Disabled suite

- Shutters should be opened on arrival and closed prior to departure.
- This accommodation has a double bed and a single bunk.
- The temperature of the shower is maintained as per regulations for disabled users. This is lower than the showers in the lower accommodation.
- Mattress covers should not be slept on directly for hygiene reasons.

- The room, toilet and shower area must be left clean and floor mopped.
- The room should be left as found with bins emptied and floor vacuumed.

Compound

- Please keep compound clean and tidy. Any tools used must be secured after use. As this is a working area care must be taken to prevent trips and slips. The nature of our business means there are lots of trailers and boats that have overhanging hazards.
- Make sure any unused screws and bolts are picked up after working finished to prevent damage to vehicle tyres

Supervisors' role and eligibility

- There should be a minimum of 2 supervisors on duty. Ideally of opposite gender. If not, then 2 supervisors of the same gender will suffice Ratio are 12 :1
- Supervisors must be a minimum age of 20 and be fully enrolled members of the Sea Cadets.
- Supervisors must be competent and able to control the cadets.
- They should have a First aid at Work Qualification.
- Supervisors must be accommodated in the staff cabins on the ground floor
- They are to be aware of their role by reading the supervisors role document
- If one supervisor goes off site for an activity, then another adult should be present supporting the remaining supervisor.

Equality Diversity and Inclusion

- Any cadet or member of staff that requires special needs will be welcomed at the Boat Station, but we will need prior warning to ensure the correct amendments and procedures can be made.
- Anyone that is LGBTQ+ we will endeavour to meet their needs. In line with safeguarding procedures Cadets cannot be allowed to have sole occupancy of a cabin. They will have to share with a cadet of the same birth gender. Hopefully this will be with cadets that are buddies. If required, the LGBTQ+ will have use of the disabled toilet in the accommodation building as a changing facility and the staff toilet/shower in the training building. This will be the same arrangement for adults. It may be for the adults that the disabled suite is available for accommodation, but this should not be assumed to be a right. **However, if they are an overnight supervisor they must be downstairs.**

Smoking Policy

- Inside the compound is designated as a no smoking zone. Anyone wishing to smoke must do so outside the gates.

Alcohol policy

- No alcohol is to be consumed on the premises while cadets are accommodated.

Laundry

- The washing machine and tumbler drier are to be used by adults only and by permission of Boat Station staff.

Sluice and cleaning cupboard.

- This room is for cleaning purposes only. The water is very hot so be careful when filling mop buckets etc. Please wipe up all spillages.
- Mops, buckets, brushes etc. are available to carry out the cleaning of the building along with a vacuum cleaner. Be very careful when using cleaning chemicals. Please do not leave dirty water and mops in buckets!

Security and end of day.

- Whilst accommodation is in use the supervisor must secure the site before going to bed. This will include: Closing the main gates, securing the balcony doors, and turning the turnbuckle on the inside of the accommodation door. There are many users that have access to the front door code so to keep everyone safe during the night the above procedures must be carried out.
- Groups using the centre are responsible to ensure that it is left in a very clean condition. This cleaning is to be supervised by the attending staff. The centre does not have the resources to assist. An inspection will be made before the cadets and staff go home.

Hospitals

- In the event of need the nearest walk-in centre and hospitals with an A&E are:

Walk-in centre

Blaydon Leisure & Primary Care Centre

Address: Blaydon Leisure and Primary Care Centre,

Shibdon Rd,

Blaydon-on-Tyne

NE21 5NW

Hours:

8 am - 9 pm

Phone: 0191 283 4699

Tel: 0191 233 6161

Royal Victoria Infirmary

Newcastle Upon Tyne

NE1 4LP

Today: Open 24 hours

Tel: 0191 482 0000

Queen Elizabeth Hospital

Sheriff Hill

Gateshead

Tyne and Wear

NE9 6SX

Today: Open 24 hours

Contacts

Alfie Simpson MBE - 07711 176 082

Lt Cdr Dave Finlay – 07703 288 240

PO Gwynne Burn – 07966 788 235

Appendix's

- Unit Fire Plan
- Supervisors' duties

DERWENTHAUGH BOAT STATION - UNIT FIRE MANAGEMENT PLAN

Introduction

The aim of this plan is to ensure that, in the event of a fire, everyone within the Unit is familiar with the fire routine and fire safety arrangements. The plan applies equally to all contractors and visitors.

Individuals responsible for fire safety matters.

The person in charge of the building for the purposes of all fire safety matters is the Unit Chair.

Fire marshals/duty personnel

Suitably trained/instructed for fire prevention, emergency action and reporting and for the other duties they may perform.

Volunteers and cadets – training and information

Volunteers/Supervisors will also be given information on what to do in the event of a fire/fire alarm and training for the purposes of fire safety.

Information on evacuation and fire safety and fire instruction sheets are available at selected fire points and notice boards.

Fire alarm tests

The fire alarm system is tested regularly and building occupants will be informed when this is about to take place. If the alarm continues to sound, personnel must not take risks by waiting to see if it is a false alarm but, should evacuate the building immediately.

If the alarm sounds at any other time, staff must evacuate the building. What about the Cadets?

Alarms, Evacuation and Calling the Fire and Rescue Service

On the continuous sounding of the alarm (in a non-drill situation)

- Nominated person to call the fire and rescue service by dialling 999.
- He/she will then proceed to the muster point with the safety logbook and list of persons within the building.
- All occupants of the building must leave the building via the nearest fire exit and must not return to the building until it has been advised that it is safe to do so.
- The muster point is the top of the slipway.
- Fire marshals/duty personnel and where appropriate, volunteers are to guide contractors and visitors to the muster point.

- Fire marshals/duty personnel and where appropriate, volunteers are to assist any person with reduced mobility, sight or hearing.

Muster

At the muster point the nominated person, with the assistance of the fire marshals/duty personnel is to muster and collect information about the nature and exact location of the fire (if known). The nominated person is to ensure a volunteer is instructed to meet the fire and rescue service upon their arrival.

The muster is to include volunteers, cadets, visitors, contractors. A roll call is to be undertaken by duty personnel, to include accountability of visitors and contractors, and the numbers reported to the nominated person.

On completion of the muster the Fire and Rescue Service is to be informed of any persons not accounted for, to include their likely whereabouts, if known. Where no one is identified as missing the Fire and Rescue Service is to be informed as soon as possible.

If necessary due to weather and temperature shelter can be taken up at the Holiday Inn Express on the other side of the railway crossing. Supervision over the crossing is paramount.

Whether the incident is caused by a fire or false alarm, the Fire and Rescue Service, if present, will give the permission to re-occupy the building.

On discovery of fire

On discovering a fire that cannot be immediately extinguished, the person discovering it is to carry out one or more of the following:

- Operate a call point;
- Shout '**fire**' '**fire**' '**fire**'
- Fire marshals/duty personnel are to ensure the evacuation of all personnel in the building.
- Leave the building via a safe exit and report to the muster point.
- Provide information at the muster point about nature, location of fire, if known.
- Provide details of any persons who were in the vicinity at the time of the discovery.
- Ensure a roll-call is completed.

Practice drills

Practice evacuations are to be carried out at no greater period than six monthly.

Attendance Log Sheet

The Attendance Log Sheet is retained by the nominated supervisor. On evacuation the sheet will be taken to the muster point by the supervisor and made available to the senior fire officer on arrival.

Personal Emergency Evacuation Plans (PEEPS)

It is important that those with physical impairment, either temporary or permanent, are moved to a place of relative safety as part of the personal emergency evacuation plan (PEEP). Cos/OiCs are responsible for ensure that PEEPSs are conducted for those persons and a record retained in the Safety Logbook. An example of a 'PEEP' form can be found at annex B.

Opening and Closing Routines

An appointed person (Unit Chair/CO) is currently responsible for ensuring the checking of the building on closure at end of training to ensure that there are no fire or safety hazards. End of day checks to include:

- Check for and close windows and doors.
- Secure flammable materials (where applicable) and make safe any ignition point;
- Ensure lighting and other appliances not necessary for overnight operation are switched off.
- Identifying any sign of the potential for fire.
- Check the galley.
- All entrances and fire doors are secure from entry from the outside.

An appointed person is to carry out opening. To include:

- All means of egress are clear for the purpose of a fire evacuation (both inside the building and leading from it);
- The fire alarm panel is operational, and all fault reports dealt with.
- That there have been no signs of break in during the night or any attempts of arson.
- That fire equipment appears normal.

Record Keeping

Records are to be maintained and kept in the Safety Logbook to demonstrate the effectiveness of the monitoring, training, condition of equipment and evacuation performance.

The records contain:

- Evacuation records with times and performance comments.
- Maintenance of fire equipment.
- Fire alarms checks with details of call points tested.
- Maintenance undertaken.

- Emergency lighting checks.
- Training given.
- Appointments of fire marshals/duty personnel.
- Audits
- Review of information and signs.

Wall mounted instructions

Are located at various points in the building giving instructions on the actions in the event of fire and evacuation.

Entrance, Downstairs passage and upstairs passage.

Supervisors' role and duties at Derwenthaugh Boat Station accommodated weekends.

The role of the supervisor covers many aspects and is a very important role.

The following is a guide to their duties but is not an exhaustive list.

1. To fully understand the SOPs for the accommodation. A set is in the hand over pack.
2. To ensure cadets are where they should be at any given time.
3. To supervise meal teams and the cleaning of the dining hall after each meal.
4. To supervise the evening activities and prevent boredom. Be inventive.
5. To be the first up in the morning to wake the hands at 0700
6. To ensure there is segregation at nights.
7. Safeguarding is our biggest concern, and it should be yours too.
8. Control the television to make sure any programmes are appropriate to the youngest age.
9. At the end of course to supervise the cleaning stations and to report to the OIC when completed.
10. Security in the evenings. Balcony door is secure. Gates are closed. The door entrance into the sleeping quarters is locked on the inside by the last person through.
11. Be aware of the emergency procedures. Ring the Principal/Chairman or his delegated nominee.
12. Be aware of where the nearest Walk in Centre or Hospital is in case of an emergency.
13. Be aware of where the first aid boxes are.
14. Have the course attendance list of cadets and staff in case of any emergency including fire.
15. Control the medication for cadets.
16. Ensure the safety brief is always adhered to.
17. No alcohol is to be consumed on or off site by supervisors if on duty.

Date reviewed: 05/01/2025

Date Amended: 05/01/2025

Person making the amendments: A Simpson